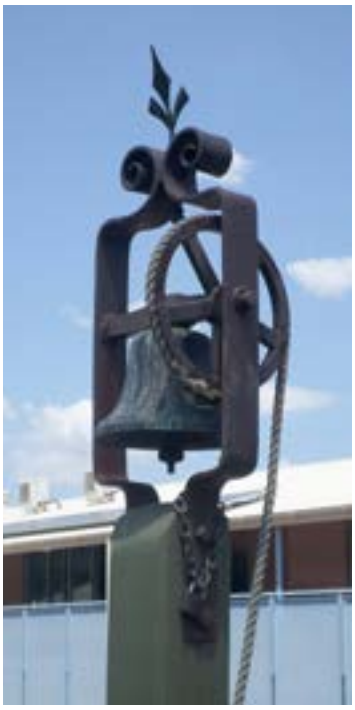
CASTLE HILL PUBLIC SCHOOL











INFORMATION BOOK 2021

FOREWORD

Our school has a long and proud tradition of excellence. Since the 1879 we have provided care, a stimulating learning environment and challenging studies for all students, in keeping with the school's motto of 'Ever Higher'.

The Castle Hill community has always been close-knit, sharing the values of its school and supporting it energetically in its endeavours. We believe that this strong sense of community responsibility has helped contribute to the successes of our students both present and past. It is an inspiration to the team of dedicated, experienced, professional teachers and administrative staff who continue to work diligently and skilfully in the best interests of the students.

We welcome you to our school community and hope that you accept our invitation to take an active role in your child's education. Please take time to read this book and familiarise yourself with our basic routines and policies.



Craig Oliver
Principal

SCHOOL EXECUTIVE AND ADMINISTRATIVE STAFF

Principal	Craig Oliver	
Deputy Principals	Danielle Machuca	
	Alex Kohary	
Assistant Principals	Kindergarten	Amanda Hobbs (Mon Tue Wed)
	Kindergarten	Hannah Floyd (relieving Thu Fri)
	Year 1	Libby Tulloch
	Year 2	Nicola Mckey
	Year 3	Michelle Gleeson (Mon Tue Wed)
	Year 3	Natalie Kirkby (Thu Fri)
	Year 4	Nisha Heyworth (relieving)
	Year 5	Bridie Hoddinott (acting)
	Year 6	Rachel Howard
School Administrative Manager	Jenny Buhler	
School Administrative Officers	Karen Hunt	
	Rosemary Graham	
	Joan Knox	
	Judy Ford	
	Erin Cockerton	
School Learning Support Officers	Robyn Franks	Kristina Milicevic
	Katherine Hererra	Kate Scotter
	Nia Aloschi	Rachelle Saunders
	Judy Ford	Linda Marsden
	Natasha Phillips	Mary Zaiter

OUR PURPOSE

Our purpose is to develop our students to be outstanding citizens through:

- a commitment to excellence in education
- a safe, nurturing environment
- fostering a love of learning
- the development of self worth
- effective communication
- an appreciation of our cultural diversity
- a positive attitude to change
- opportunities to serve others

INFORMATION BOOKLET

This publication will be updated periodically. Families are advised to read it and keep it handy for ready reference.

Address	Castle Hill Public School Les Shore Place, Castle Hill 2154
Phone	9634 3777
Fax	9899 6845
Email	castlehill-p.school@det.nsw.edu.au
Website	castlehill-p.schools.nsw.gov.au
Hours:	9:00am – 3:00pm
Recess:	11:00am – 11:20am
Eating time:	1:10pm – 1:20pm
Lunch:	1:20pm – 2:00pm

The school is officially open from 8:30am.

No student should be at school before 8:30am unless taking part in supervised activities. Students must not remain on school grounds after 3:00pm unless directly supervised by an adult.

GENERAL ENQUIRIES

All enquiries should be made at the school office in the administration building located at the front of the school.

Enquiries regarding matters not covered by this booklet can be directed to the school office or to your class teacher.

ARRIVAL & DEPARTURE AT SCHOOL

ARRIVAL

Students should arrive at school between 8:30am and 8.55am. Playgrounds are supervised from 8:30am and the school cannot accept responsibility for students before this time. Before school care is available, from 7:00am to 9:00am, at Castle Hill Funhouse. Students must be booked into this facility by contacting the Centre Director on 9680 3361. Students are not permitted to arrive at school before 8:30am.

Students who arrive at school after 9:00am must report to the front office, accompanied by a parent/caregiver if possible, where the child's time of arrival at school will be entered into the electronic roll. The student will be issued with a 'late slip' which should be presented to the class teacher upon arrival at class.

LEAVING SCHOOL GROUNDS DURING SCHOOL HOURS

Students are not permitted to leave the school grounds during school hours unless they have parent/caregiver permission and are accompanied by an adult.

Parents/caregivers wishing to take their children out of school during school hours must send a note to the class teacher before the event. Parents are requested to go to the office to complete an 'Early Leavers' slip' and take it to the classroom prior to collecting their child. This procedure ensures students' safety and avoids unnecessary disturbances to class routines.

If an adult other than the parent/caregiver is to collect a student, the parents/caregivers must verify the identity of that person with the school before the student departs the school.

Where possible, parents/caregivers are requested to avoid making medical and dental appointments during school hours, to assist with continuity of the learning program.

DEPARTURE

The staff is conscious of the safety of our students when leaving school to go home. Students who catch a bus meet a supervising teacher near the school canteen and walk to the bus stop located within the school grounds. Students are supervised until they board the bus. Students waiting to be picked up by parents using the 'Kiss and Drop' facility assemble at the front gate, next to the office and are supervised by teachers.

Students being picked up after school must be picked up promptly at 3:00pm. Students must be supervised by the parent/caregiver after 3:00pm. Any students who have not been collected will wait in the corridor outside the Principal's office.

ASSEMBLIES

Assemblies provide a meeting place for students outside the classroom. They help develop and reinforce the culture of the school, with students sharing opportunities to perform together, appreciate the attainments of their peers, participate in ceremonies and gain the skills of leadership and good listening.

Stage assemblies are held every three weeks of a Monday afternoon. Parents are very welcome to attend any assembly, subject to COVID guidelines at the time.

In 2021, assemblies will be held on a three-week cycle as follows (subject to COVID guidelines).

Stage 3 (Years 5 and 6)
Stage 2 (Years 3 and 4)
Stage 1 (Years 1 and 2)

Kindergarten assemblies will be held on a Friday. Exact timings will be announced via the newsletter.

ATTENDANCE

Students are required to attend school on each day instruction is provided. It is the responsibility of parents/caregivers to ensure regular attendance. Attendance is essential to ensure progress. The school is required to maintain daily records of attendance, including partial attendance and late arrival. Parents/caregivers must send a note to the class teacher explaining any absence or partial absence within seven days of the absence.

The Principal or Deputy Principal must be informed if the student is to be absent for an extended period. The Deputy Principal is responsible for monitoring student attendance and will inform parents/caregivers promptly of any case of truancy or of any unexplained absences.

For further information, please refer to the Department's School Attendance policy at and a factsheet entitled Compulsory school attendance – information for parents.

FAMILY HOLIDAYS

Family holidays should coincide with school vacations. Only in extraordinary circumstances should holidays be arranged during school terms. Applications for student leave must be made to the Principal.

BAND

Teaching Services Australia facilitates the school band at Castle Hill Public School for students in Years 3-6. Currently, there are two bands in the band program; the Beginner Band and the Performance Band.

Students participate in either group or private lessons on their nominated band instruments as well as a full band rehearsal.

The school band is a proud part of the school's culture and performs at many public events.

BEFORE AND AFTER SCHOOL CARE

Before, After and Vacation School Care is provided by Castle Hill Funhouse, within our school grounds.

Places are limited so we encourage you to contact the centre as soon as possible to secure your child's place.

Hours of operation are:

7:00am – 9:00am and
3:00pm – 6:30pm every school day.

Further information is available by visiting http://castlehillfunhouse.com/ or by phoning 9680 3361.

BEST START

Children come to school with different levels of literacy and numeracy. Some are familiar with books, can recognise some letters, can write their name or count to ten, while others have not yet learned these skills.

Our Kindergarten teachers have always observed their new students and used different methods to find out what each child knows and can do so that they can plan and teach what their students need to learn next.

Our school takes part in Best Start, developed by early learning experts in the Department of Education. Best Start gives our teachers, and those teaching Kindergarten across NSW, a common set of high quality assessment tools and professional training.

A feature of Best Start is an individual assessment time where the class teacher and your child will meet at a pre-arranged day and time, prior to your child's Kindergarten starting date. Your child will meet with their new teacher during the first week of school for approximately 30 minutes. Parents are able to book their appointment time prior to the end of the school year, by accessing the website www.schoolinterviews.com.au and entering the code that will be provided to you.

BUS PASSES

Students in Years K-2 are eligible for a free school travel pass – Opal card, no matter how close they live to the school. However, to be eligible for a free Opal card, students in Years 3 to 6 must live beyond the boundary described by the bus company on the map held at the school office.

To apply for an Opal card, complete an application at transportnsw.info/school-students

From the time of submitting an application, parents can expect to wait up to 10 school days for passes to arrive in the post.

Enquiries regarding bus routes should be directed to the bus company servicing your area, which can also provide information regarding bus stops and timetables. Alternatively, you can visit the website http://www.transportnsw.info/

CANTEEN

The canteen provides a food service to the students and encourages a degree of independence in handling and becoming familiar with aspects of money. It is located adjacent to the school hall.

The canteen provides food service at recess and at lunch time. If placing a lunch order in person, the order must be given to the canteen before 9:00am for delivery to classes at lunch time. Parents also have the option of placing orders via the Flexischools online ordering website. This can be located at http://www.flexischools.com.au/

The P&C manages the canteen. Efficient operation of the canteen is heavily dependent on parent volunteer help. Parents interested in helping can contact the canteen supervisor, as support is always needed. The Canteen phone number is 9634 4306.



CHANGE OF ADDRESS OR CONTACT DETAILS

Parents/caregivers are responsible for informing the school office of any change of address, telephone number, emergency contact or the child's medical status. Up to date details are crucial in case of an emergency.

CHESS CLUB

Chess Club operates as an extra-curricular activity after school each Friday for students in Years 1-6.

CHOIR

The school typically has three choirs, the K-2 choir, the Junior choir (for Year 3 and 4 students) and the Senior choir (for Year 5 and 6 students).

Participation is for students who are committed to, and show an interest in, singing, music and in the enhancement and development of singing skills.

CLASSROOM ASSISTANCE

During the year many parents and friends provide valuable support to teachers by helping with class work, supervising activities, hearing students read, practical maths activities and attending excursions. Your assistance is greatly appreciated!

Please note that any parents wishing to volunteer their time are required to complete a 'Working With Children Check – Declaration for Volunteers and Contractors' in addition to proving their identity via the 100 point check. Please see the front office to access this documentation.

CLASS PARENTS

A class parent network has been established to promote a sense of community and to increase parent involvement within the school.

Class parents are selected by each class teacher following parent completion of an EOI. Class parents are responsible for co-ordinating parent volunteers for such activities as reading groups, excursions etc in consultation with the class teacher. Class parents also attempt to co-ordinate parent volunteers for broader school events such as Book Fair, open days etc or organise social events for the students (and parents) of that class.

COMMUNICATION

Effective communication between teachers and parents/caregivers is vital to ensure the best learning environment for each student. If, at any time, you would like to discuss an issue regarding your child's progress, please contact the school to arrange an interview with your child's teacher. If in doubt, always make the appointment.

The school communicates with parents/caregivers through a variety of processes. These may include:

- 'Meet the Teacher' meetings at the beginning of the year;
- 'Skoolbag' App;
- class parent network;
- Seesaw;
- the school newsletter, which is published on-line each Wednesday afternoon (essential reading);
- grade or stage overviews which are distributed at the start of each term;
- individual interviews at the request of a teacher or parents/caregivers;
- mid-year and yearly written reports;
- P&C meetings; and
- informal contacts throughout the year.



COMMUNITY PARTICIPATION

Parents and interested members of our community who wish to contribute to our school are very welcome to do so! We invite you to actively contribute to our school by:

- volunteering your time to assist in the classroom;
- volunteering your time to assist on excursions and carnivals;
- volunteering your time to assist in the canteen;
- attending P&C Association meetings;
- liaising with your designated 'class parent'; and
- volunteering your time to assist at P&C events.

COUNSELLOR

Castle Hill Public School has a five day/week counsellor allocation. Mrs Pat Young works at our school three days each week: Tuesday, Wednesday and Thursday, while Miss Sophia Harris works Monday and Friday. They provide support and guidance for all aspects of student development, emotional, social, intellectual and physical.

Our counsellors are registered psychologists who are readily available for parent interviews by appointment. Please ring the school office to make an appointment.

CURRICULUM

The Board of Studies issues syllabuses and support documents, which each school translates into programs, appropriate to its own needs.

Subjects in Primary Schools are organised as six Key Learning Areas (KLAs):

- English – Reading and Viewing, Writing and Representing, Speaking and Listening;
- Mathematics – Number and Algebra, Measurement and Geometry, Statistics and Probability;
- Science and Technology – Working Scientifically, Working Technologically, Natural Environment, Made Environment;
- History;
- Geography;

- Creative Arts – Visual Arts, Music, Drama, Dance; and
- Personal Development, Health & Physical Education.

Religious Education is offered each Wednesday, by representatives of local churches and religious groups.

CUSTODY

If parents are divorced or separated, confidential information is respected by the school. Parents are asked to provide only essential and appropriate information including Court Orders. Separate interviews and copies of reports can be arranged upon request.

The school provides information to both parents/caregivers unless a contrary order from the Family Court or the Police is provided to the school. Permission to participate in school excursions and activities is sought from the parent/caregiver with whom the student resides. Changes to existing arrangements can only be made following the presentation of a new order from the Family Court or Police.

DEBATING AND PUBLIC SPEAKING

Debating is for any interested Stage 3 students. It is held once a week at lunchtime. Some of the debating club students will be chosen to represent our school in the Premier's Debating Challenge. The challenge consists of four debates with other local schools.

All students participate in the Castle Hill Public School Public Speaking competition, held annually. Each student presents a 'talk' in class and students are selected to participate in grade finals and then the school final.

EMERGENCY EVACUATION

The school has emergency evacuation procedures to deal with a variety of situations. The students and staff practise this procedure at regular intervals during the year. All visitors (including parents/caregivers) must comply with emergency procedures and instructions from staff in the event of a practice evacuation and any emergency.

ENGLISH AS AN ADDITIONAL LANGUAGE/DIALECT – EALD

The school has three specialist teachers who support the English language development of students whose first language is not English.

Students eligible for EALD support range from students newly arrived in Australia, who are beginning to learn English, to Australian-born students from a language background other than English (NESB). These students may require further development of their English language skills and ongoing English language support. This teacher works in classrooms with class teachers and withdraws small groups of students who require intensive assistance.

ENROLMENTS

Children are eligible to enrol at Castle Hill Public School if they:

- are of school age (ie turn five years of age by 31 July in the year they start Kindergarten); and
- reside within the Castle Hill Public School boundaries as defined by the Department of Education – https://education.nsw.gov.au/school-finder
- A 'local enrolment' map can be found on the school website.

Children who fulfil both of these conditions are automatically accepted.

All parents/custodians of candidates for local enrolment shall be asked to produce three (3) separate items proving their residential address.

These items may include a current:

- Council rate/water notice;
- Property purchase documents;
- Lease;
- Electricity/Gas account;
- Phone account;
- Bank statement; or
- Driver's licence

Parents will also need to provide:

- An 'Application to Enrol in a NSW Public School' form;
- Birth certificate and passport if available;
- Immunisation certificate; and
- Parent's passport or citizenship certificate if parents are born overseas.

Children who are of school age but live outside the school's boundaries are able to apply for a 'non-local' enrolment. The Castle Hill Public School enrolment policy determines the criteria for this category - accessible at

https://castlehill-p.schools.nsw.gov.au/about-our-school/enrolment.html

ENRICHMENT OPPORTUNITIES

A wide range of opportunities are offered to cater for students with high interest and ability, including those students identified as gifted and/or talented.

Students are encouraged to take advantage of all enrichment opportunities, such as chess, debating, Maths Olympiad, eisteddfods, music, dance, and art workshops, cultural groups and academic competitions.

EXCURSIONS

Excursions are an essential part of educational class programs in which students are generally expected to participate. All students must have written parental permission to participate. Parents may request financial assistance through the Student Assistance Scheme by contacting the Principal.



Cultural visits to the school by eminent groups or individuals are arranged at a per student cost, all of which goes to the artist/performer, unless it is stated otherwise. Performers are selected on their quality and relevance to learning programs and must be approved by the NSW Dept of Education.

Other enrichment is provided by teachers either in class or outside school hours eg chess, sport coaching, debating, choir and dance.

The school sends home an account covering excursion fees twice a year (Term 1 and Term 3).

HEALTH ISSUES

IMMUNISATION

Parents/caregivers enrolling Kindergarten students must present the school with an 'Immunisation History Statement'. Under the Public Health (Amendment) Act 1992, students without a certificate might be sent home during an outbreak of a vaccine-preventable disease. However, no student will be prevented from enrolling.

INJURED AND SICK STUDENTS

Children who are sick should not be sent to school. Sending a sick child to school endangers the health of other students and staff and impairs the student's ability to learn effectively. Common sense dictates that children should remain at home until they have recuperated.

Students who are sick or injured at school are taken to the sick bay for attention from one of our administration staff, trained in first aid. Minor injuries will be treated by the administration staff. If further medical treatment is required or the student is sick, parents/caregivers or the emergency contact (if parents/caregivers are unable to be contacted) are notified and the student is supervised by the administration staff until the parents/caregivers or emergency contact arrive to collect the student.

In emergency situations, an ambulance will be called so appropriate medical attention can be administered and, if necessary, the student will be transported to hospital under the supervision of a teacher. Parents/caregivers will be contacted

immediately and provided with full details. The school is a member of the NSW Ambulance Fund. The school maintains a register of injuries and trends are closely monitored to determine if school organisational patterns or playground conditions need to be reorganised to minimise risk.

If your child requires medication whilst at school, please contact the administration staff who will advise you of the procedures involved.

In line with Department of Education guidelines, any child who is unwell with flu-like symptoms is required to present a negative COVID test result, and be symptom free, before returning to school.

HOME SCHOOL LIAISON OFFICER

This Officer is employed by the Department of Education and visits schools regularly to check rolls and attendance records. Home visits are made where deemed necessary.

HOMEWORK

Homework is defined as any activity prescribed by the school which the student is required to address outside school hours. Homework takes many forms from small, regular exercises to research tasks over several days or weeks.

The main outcomes of homework will be:

- development of organisational and scheduling skills
- fostering of good study habits, positive attitudes towards school work and the idea that learning takes place at home as well as school
- parents will have some insight into their children's learning.

On reaching Years 5 and 6, the senior years, students should have developed sufficient self discipline and organisational skills to cope with the demand of secondary schooling. Homework is discussed at 'Meet the Teacher' meetings in Term 1.

LEARNING SUPPORT TEAM (LST)

The role of the Learning Support Team is to provide for the learning needs and welfare of all students at Castle Hill PS. The Learning Support Team meets weekly to discuss teacher and parent referrals and follow up on students referred during the year.

Their role is to discuss the referrals with a view to implementing one or more of the following strategies:

- assistance with developing Individual Learning Plans (ILPs) for students;
- help implement programs to support students' needs;
- organise for students to receive extra support from specialist staff within the school;
- seek external help to support student and family;
- refer to the School Counsellor; and
- apply for funding to support the student through the employment of a School Learning Support Officer.

LIBRARY

The Library exists as a resource centre supporting all areas of student's learning and recreational reading. Borrowing and access to information are facilitated by computerised systems and students helping as Library Monitors. A comprehensive selection of books suitable for students is maintained. Students are encouraged to utilise it.

The Library is a valuable community resource for parents and teachers. It holds a wide range of educational reference material including current curricula, which describe the steps towards achieving the prescribed learning outcomes.



LOST PROPERTY

Parents are advised to label all property, including shoes, clearly and to periodically check that names are still legible. Please ensure that ALL items of clothing are labelled.

LUNCHES

Students may either bring lunches from home or place orders for lunch at the canteen. Correct money should be tendered and name and class must be clearly written on the paper bag.

Lunches are eaten between 1:10pm and 1:20pm under teachers' supervision.

MEDICATION AT SCHOOL

Parents/caregivers of students with conditions that require regular medication must ensure that the school is aware of the student's condition.

The school must be informed if medications are brought to school. All medications are to be handed in at the school office. No medications are to be kept in school bags or uniform pockets. Parents/caregivers should timetable medication dosages out of school hours if possible. However, if it is necessary for medication to be taken during school hours, parents/caregivers must complete a Request for administering medication form, staff will supervise the administration of the medication. Schools follow the same procedure for non-prescription medications and natural remedies.

NAPLAN

All Year 3 and 5 students in NSW public schools sit these tests. The tests are held in May and are part of a National Assessment Program. The tests cover aspects of Reading, Writing, Spelling, Grammar and Punctuation and Numeracy. Individual results are supplied to parents of all participating students.

NEWSLETTER LINKS

You can view the weekly newsletter online at the Castle Hill Public School website, see link below.

https://castlehill-p.schools.nsw.gov.au/newsletter.html

OPPORTUNITY CLASSES

The Department provides opportunity classes (OC) for academically gifted and talented students in Years 5 and 6. Students must compete academically with all other candidates for entry to an OC. Academic merit is determined mainly by the combination of the results of the state-wide OC Placement Test in English, Mathematics and general ability, together with the school assessments of student performance in English and Mathematics. Additional information may also be provided by parents/caregivers or the Principal to support the application and will be considered at the discretion of the selection committee.

Students entering Year 5 OC will usually be aged between 9 and 11 years on 31 January of the year they enter Year 5 and are usually in Year 4 when they apply for placement. Students must be Australian citizens or holders of a visa granting permanent residence in Australia. Parents/caregivers must be living in NSW at the beginning of the school year in which the student enters Year 5.

The selection process usually follows this timeline:

May	Application forms issued and returned to school.
July	Student completes state-wide test.
November	Parents/caregivers are informed of the outcome.

More information is available from the High Performing Students Unit on 1300 880 367.

PARENT AND CITIZEN'S ASSOCIATION (P&C)

Castle Hill Public School enjoys a strong and active Parents and Citizens' association (P&C). The P&C successfully supports and enriches the quality education of our students through:

- the support of staff;
- participation in school decision making processes;
- promoting social gatherings;
- supporting the needs of parents/caregivers; and
- the provision of significant funds for teaching resources and improvements in school facilities.

These activities are only possible with the support of parents/caregivers and community members. The P&C asks for an annual contribution from each family to enable the association to continue its outstanding work. P&C meetings are usually held on the second Wednesday of each month during term time. The meetings start at 7:00pm.

PARKING

Students arrive and depart through either the front of the school via Les Shore Place or the rear of the school via Gilham Street. There are parking restrictions in place in both areas.

Whilst the majority of our students arrive and depart by either walking or catching the bus, a significant number of students travel by car. A 'Kiss and Drop' system has been provided within the car park. With co-operation from all parents, this system is very effective in ensuring the safety of students.

MORNING ARRIVAL

Please proceed to the top car park and use the 'Kiss and Drop' facility. Please do not allow your child to leave the car until you have stopped your car completely, next to the kerb. Schoolbags should be within easy reach of the child, not in the boot.

We strongly encourage parents to consider bringing their children to school earlier than 9:00am. Teachers are on duty from 8:30am onwards and students may arrive after that time. On wet days, students will be supervised in classrooms between 8:30am and 9:00am. Currently, we have many students arriving with the 9:00am deadline in mind which causes significant congestion from approximately 8.50am onwards. Aiming to arrive at school by 8.45am (for example) will allow you a much quicker 'Kiss and Drop' experience.

AFTERNOON DEPARTURE

Kiss and Drop commences at the following times.

K-2 students and their older siblings	3.05pm
3-6 students with no K-2 siblings	3.15pm

Each family using 'Kiss and Drop' will be issued with a family number which must be displayed clearly in the driver's side window as you proceed to the top car park. Once the teacher on duty has called your family number, your child/ren will move to one of five coloured squares (orange, yellow, green, blue or black) as directed by the teacher, to enable you to pick them up. It is therefore, very important that your child knows their family number.

Students may only enter your car from the kerb side. Bags are not to be placed in the boot. If your child does not come forward when called, please move on and rejoin the queue.

Parents should not attempt to enter the car park before 3:05pm. This allows the students to make their way to the 'Kiss and Drop' area and teachers to get to their allocated duties. The gate will remain partially closed until 3:05pm and parents are asked not to queue outside the gate as it restricts bus access to the car park. Please note that buses have right of way at all times.

CAR PARK

In the interests of student safety, no student is to enter the car park. Students must always be dropped off at, or picked up from, the 'Kiss and Drop' zone.

There is no parent parking available in the school car park between 8:00am and 4:00pm each day.

PERFORMING ARTS

The school provides many opportunities for student to participate in musical groups - recorder, bands, dance and choirs. Students in the band program are expected to participate in band tuition classes that take place either in class time or after school of a Wednesday. Further information is available from the School Office.



PHOTOGRAPHS

Professional photographers take class, group, family and individual photos annually. Sport and other group photos may also be available for purchase.

POSITIVE BEHAVIOUR FOR LEARNING (PBL)

Castle Hill PS is a PBL school. Our school expectations are 'Respect', 'Responsible' and 'Aspire'.



PBL is an evidence-based whole school systems approach that:

- addresses the diverse academic and social needs of every student to support them to be successful;
- supports students in early childhood settings through to senior years of schooling;
- enables schools to establish a continuum of supports that are intensified to meet the needs of every student;
- is team driven, using a problem solving approach (data, systems and practices) that engages students, parents and all school staff;
- establishes positive social expectations for all in the school community; and
- provides a framework for the school and its community to collectively support the wellbeing of every student.

When implemented well:

- students respond positively as they have been taught what is expected of them;
- staff deliver consistent responses to student learning and behaviour;
- students feel safe and cared for at school. Their parents, family and community are more involved in their school; and
- unproductive and challenging behaviour can be significantly reduced for most students.

Our school merit awards system is linked to PBL through the issuing of mini-merit awards that reflect the school-wide expectations of Respect, Responsible and Aspire. See 'Merit Awards' for further information.

MERIT AWARDS

Castle Hill PS employs a merit award system to acknowledge student demonstration of the three school expectations of 'Respect', 'Responsible' and 'Aspire'.

Students are able to earn 'Respect', 'Responsible' and 'Aspire' mini-merits in their classes and playground. These mini-merits are saved and then brought back to school when the child is entitled to a bronze, silver, gold or platinum award as follows:

Five mini-merits (one 'Respect', one 'Responsible', one 'Aspire' and any other two mini-merits) are handed in by the child to their class teacher who will then issue a Bronze award in class.

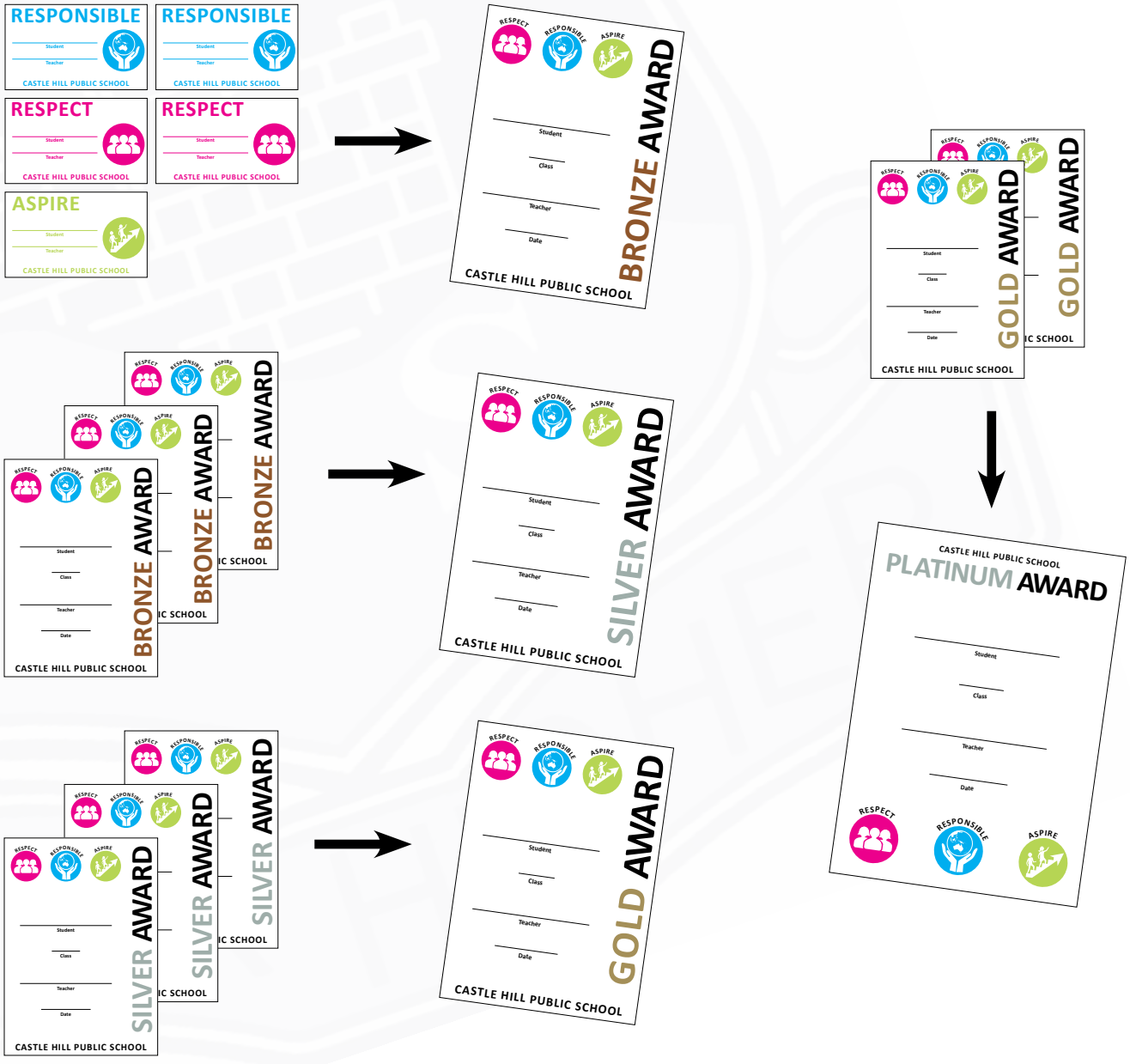
Three Bronze awards are handed in to the front office and a Silver award will be presented at the next K-2 or 3-6 assembly by a Deputy Principal.

Three Silver awards are handed in to the front office and a Gold award will be presented at the next K-2 or 3-6 assembly by the Principal.

Two Gold awards are handed in to the front office and a Platinum award will be presented at the final assembly of the term by the Principal. The child and his / her parents will be invited to a special 'Platinum Lunch' which is attended by the Principal and relevant Deputy Principal.

Please note that ALL awards should be kept.

The chart below illustrates this system:



REPORTING TO PARENTS

After a 'Meet the Teacher' meeting early in Term 1, family/teacher interviews are conducted at the end of Term 2. At the end of each semester (Terms 2 and 4), a report with a written summary outlining the child's performance and achievements will be sent home.

ROBOTICS

A robotics program is offered as an extra-curricular activity for students in Years 4-6 throughout the year. Students are graded into three groups: beginner, intermediate and advanced.

Expressions of interest to join the program are distributed in early Term 1 of each year.

SCHOOL DEVELOPMENT DAYS

The Department of Education allows schools to undertake five school development days per year, usually on the first two days of Term 1 and the first day of Terms 2 and 3 and the last day of Term 4. The day is pupil free and parents are requested to make arrangements not to send their children to school on these days. Teachers are engaged in professional learning sessions on each of these days.

SCHOOL HOURS

School hours for students are 9:00am – 3:00pm as follows:

8:30am	Red playground supervised
9:00am	Morning assemblies – lessons commence
11:00am	Recess
11:20am	Lessons recommence
1.10pm	Eating Time
1:20pm	Lunch
2:00pm	Lessons recommence
3:00pm	Years K-6 dismissed
3:05pm	Parent access to car park available

SCHOOL HOUSE GROUPS

The house system is very important at Castle Hill PS. The house system actively contributes to school spirit through whole school activities such as sport and carnivals.

Our school houses are:

Banksia	Green
Bluegum	Blue
Waratah	Red
Wattle	Yellow

SCRIPTURE (RELIGIOUS EDUCATION)

All students from Kindergarten to Year 6 have the opportunity to attend religious education classes on a weekly basis. At present, these classes are held on Wednesday mornings for a 30 minute period. Religious groups providing scripture classes include Catholic, Combined Protestant (Anglican, Baptist, Hillsong and Uniting churches), Hindu, Muslim and Sikh. Special Education in Ethics, organised by Primary Ethics, is currently offered to students in Year 2 based on the availability of volunteers to deliver the program. There is a non-scripture group of students who do not participate in any instruction in scripture or ethics by written request of their parents.

SECURITY

Unauthorised people are not permitted in the school grounds. All visitors must report to the school office. Parents and all members of our community are asked to report any suspicious out-of-hours activity to Castle Hill Police (9680 5399) or the Department's Security Base (1300 880 021).



SELECTIVE HIGH SCHOOLS

Students currently in Year 5 (2021) have the opportunity to apply for placement in a Selective High School for 2023. Students must compete academically with all other candidates for entry to each selective or agricultural high school. Academic merit is determined mainly by the combination of the results of the Selective High Schools' Test in Reading, Writing, Mathematics and general ability together with the primary school assessments of students' performance in English language and Mathematics. Additional information may also be provided by parents/caregivers or principals to support the application and will be considered at the discretion of the selection committee.

Students must be Australian citizens or holders of a visa granting permanent residence in Australia. A family placement claim may be made if a brother, sister or parent/caregiver/guardian currently attends or previously attended the school. For entry to Year 7 in 2023, the selection process will follow this timeline:

Oct/Nov 2021	Applications are made online
March 2022	Students complete the test
Early July 2022	Parents/caregivers are informed of outcome

More information on Selective High Schools and detailed instructions on how to apply online are available at – https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7

SKOOLBAG APP

We are in full use of the Skoolbag app which allows us to strengthen our community ties and to share important information with our parent community.

Each week you will receive a notification when the newsletter has been uploaded to the school website. Also notifications of upcoming events and reminders will be sent out on a regular basis.





Parents can use eForms to notify the school if their child/ren are absent, or notify us of any change of details. We look forward to being able to connect with our school community and we welcome any feedback you may have.

To install the Skoolbag app download it from the App Store or Play Store – see directions above. Search for Castle Hill Public School then add it. You will then be able to receive notifications and send absentee notes through the app.

SPORT

Sport is a valued part of the school program as it contributes to the development of the whole student through providing opportunities to gain confidence and to develop a variety of skills for participation in lifelong recreation.

K-2 WEEKLY SPORT

Kindergarten participate in sport activities each Thursday morning. Years 1 and 2 students participate in sport activities each Tuesday.

YEARS 3-6 WEEKLY SPORT

Sport for Years 3-6 is played on Friday afternoons after lunch in Terms 2 and 3, and in the morning session in Terms 1 and 4.

PSSA SPORT (PRIMARY SCHOOL'S SPORTS ASSOCIATION)

The PSSA organises primary school sport at the district, area, state and national levels. The school participates in PSSA district carnivals and

competitions and State Knockout competitions. Many of our students progress to area and state competitions. Students in Years 3-6 are eligible to represent the school in district and State Knockout events. Parents/caregivers pay a participation fee and bus travel costs.

CARNIVALS

School carnivals are held in age divisions. The age a student turns that year indicates their age division. For example, if a student turns 10 on 31 December, the student participates in the 10 years age division.

ATHLETICS CARNIVAL

All students in the school participate in the athletics carnival. The carnival is organised in two sections: Years K-2 and Years 3-6. The focus of the K-2 carnival is participation. Events have a novelty flavour. Year 2 students who are turning eight that year are invited to participate in the Years 3-6 carnival.

The carnival for students in Year 3-6 has a dual purpose of participation and the competitive element of selection for the school athletics team. All students are encouraged to participate and novelty events are organised for all students. The Years 3-6 carnival includes track and field events. Practice and elimination for field events are held at school in the weeks leading up to the carnival. Events include track and field events: 100m, 200m, 800m, 4x100m relays, high jump, long jump, shot put and discus.

CROSS-COUNTRY CARNIVAL

Students in Years 3-6 and Year 2 students who turn 8 in the year participate in this carnival in their age division. The distances run are 1000 metres (7 years old), 2000 metres (8-10 years old) and 3000 metres (11 and 12 years old). The carnival is competitive and held to select a school team for the district cross-country carnival. It is also a house event and support for the student's house is an important aspect of the carnival.

SWIMMING CARNIVALS

School swimming carnivals are held annually. The carnivals for students in Years 3-6 are held in Term 1 and are by invitation only for swimmers who can proficiently swim 50 metres and intend to compete to represent the school at the Zone Carnival. Highly competent swimmers in Year 2, who are turning or have already turned 8 years of age, are invited to participate in the appropriate age events.

The carnivals are competitive and held to select a school team for the district swimming carnival. Equal importance is given to events for students who are not competent swimmers and full participation is strongly encouraged. Students are responsible for entering events with the assistance of House Captains.

DISTRICT CARNIVALS – TEAM SELECTION

Teams are selected on performance at the school carnivals and according to the rules of each sport set by the NSW Primary Schools Sports Association. Age divisions vary according to sport and event. Some sports use age such as 8 years, 9 years, while other sports conduct competition in divisions such as Junior (8-10 years combined), 11 years, 12 and 13 years and Open (8-13 years).

STUDENT REPRESENTATIVE COUNCIL

The SRC is the voice of the student body. Students from each class in Years 2-6 elect two representatives each semester. The School Captains and Prefects are members and they run the SRC. The SRC meets fortnightly to consider issues brought to the meeting from individual class meetings. The school executive considers all suggestions brought forward from the SRC.

STUDENT WELLBEING

Student Wellbeing is everyone's responsibility. It pervades the whole curriculum and all school activities. A comprehensive policy is maintained and observed continually and relates to such items as:

- Child Protection
- School rules and supervision of students
- Discipline and safety
- Good citizenship
- Ceremonies and awards.

TEACHER LEAVE

Teachers are entitled to several kinds of leave as part of their conditions of employment. Whenever a teacher is absent, whether for a day or for a prolonged period, the Principal obtains the services of a competent, qualified relief teacher (casual) who is then responsible for continuing the program for the class. The school is fortunate to have a number of excellent relief teachers who are familiar with the school's routines and philosophy and who render high quality service to students

TECHNOLOGY

Castle Hill Public School has an extensive computer network with wireless connectivity to provide students and teachers with a high level of internet access. The school has interactive white boards in every classroom, a computer lab and a video conferencing facility for classes to participate in virtual excursions or to make connections with other schools to enrich learning.

Students and teachers have access to a range of mobile technologies to support and enhance their learning experiences.



UNIFORM

The school community expects that all students will wear school uniform. The uniform for both boys and girls is detailed on page 21.

VISITORS

Visitors including parent helpers must register at the school office on arrival and sign the visitors' book. They will be issued with a visitors' badge. This is important for security reasons and it also ensures that the school can entertain our guests properly.



Castle Hill PS has an active P&C community who are responsible for allocating and overseeing the spending of the annual voluntary contribution.

We have a group of dedicated and committed parents who are enthusiastic about enhancing the experience of our students, their families and members of the CHPS community.

All parents are welcome to attend the meetings and this is a great forum to discuss ideas and brainstorm new ones.

Part of the P&C's role is to determine how to spend the Parent's voluntary contribution. As we are not a fundraising school, we set a contribution that is paid at the time of school fee collection. The contribution is set each year at the AGM and is currently $150 for a family with one child or $200 for a family with several children, or you may contribute any amount that you wish. Our meeting times can be found in the school newsletter that is published weekly during school terms.

As a community and in collaboration with the school, we determine in what way we can support the community spirit within the school, and its short and long term vision for the betterment of our children.

To ensure that our students have positive, excitement filled events held during school terms we contribute to school discos and organises the annual book fair, Kindergarten orientation and welcome to new families, Harmony day, Café for grandparents day, Gala Day BBQ and last day ice blocks.

THE P&C HAVE IMPLEMENTED OR CONTRIBUTED FUNDS TO THE FOLLOWING AT OUR SCHOOL

- Kindergarten orientation
- K-2 home reader replacement
- Year 5&6 home reader programme
- Installation of Smartboards across all grades plus maintenance/upgrade
- Air conditioning for all classrooms
- Trophies for swimming & athletics carnivals
- Contribution to Year 6 farewell
- End of year achievement prizes
- Mini merit programme
- ANZAC day wreaths for assembly
- Dance costume library to value of $5000
- Michael Grose parenting tips subscription for newsletter
- Maintenance & running of uniform shop and canteen and management of the paid staff
- Native plant landscaping for front garden
- Build of Technology Learning Centre
- Assistance for literacy & numeracy programs
- New sporting equipment
- Implementation of Flexischools
- Uniforms for PSSA sport
- Cinema night events
- Refurbishment of administration area in front office
- New AV and sound system for hall
- Morning tea for World Teacher's day
- Playground refurbishment
- Install of shade sail and artist commissioned playground art in front of F block
- New cricket nets and pitch area
- New house flags for use at sporting carnivals
- Coffee machines for volunteer thank you
- Air conditioning of the school hall
- Buddy benches for the playground
- Kiss and drop shelter
- Bus shelter
- iPads and laptops for classroom use



CANTEEN

The canteen operates five days a week and has a great range of options for staff and students.

Outstanding in every respect, they are flexible, creative and very appreciative of all who volunteer within. All canteen profits are invested back into the school. Follow the latest culinary updates and information on volunteer rosters in the weekly newsletter.

P&C UNIFORM SHOP

The shop operates two days a week Mondays and Thursdays from 8:30 to 10:30am.

If you prefer online transactions, purchases can be made through our online ordering system from the comfort of your lounge chair and orders will be delivered to your child's classroom.

All profits from the uniform shop are invested back into the school.

Please see uniform price sheet on the website for current requirements and prices.

Visit the P&C website for more information castlehill-p.schools.nsw.gov.au/parents---citizens.html

Summer uniforms – worn Terms 1 and 4

GIRLS
Plaid tunic dress
White ankle socks
Black shoes
School hat

OR

White short sleeved shirt
Blue shorts
White ankle socks
Black shoes
School hat

BOYS
Short sleeved gray shirt
Gray shorts
Gray socks with red stripe
Black shoes
School hat


Summer

Winter uniforms – worn Terms 2 and 3

GIRLS
White button-down shirt
Plaid tunic dress
School tie
Navy blue stockings
Black shoes
School Hat

OR

White long sleeved shirt
Navy blue trousers
School tie
White ankle socks
Black shoes
School hat

BOYS
Long sleeved gray shirt
Gray trousers
School tie
Gray socks with red stripe
Black shoes
School hat


Winter

Sports uniform – Unisex – worn year round

Short sleeved navy blue polo shirt with sport's house colour detail (Bluegum-Blue, Banksia-Green, Wattle-Yellow or Waratah-Red)

Navy blue microfibre sport shorts
White socks
Sports shoes
School hat
Navy blue microfibre track pants (optional winter item)

Miscellaneous

School hat
Jacket
Jumper
School bag




Sport

The P&C is always keen for new families to get involved. Volunteering a small amount of your time each month is an investment in the school community.

So, if you work full time catching up in the evening at the P&C meeting may be ideal for you. If you have time during the day, get on board with the canteen for a laugh and experience a well-oiled machine in motion or ascend to the uniform shop and become familiar with the phrase “Are you being served?”

People wanting to bring business to the Association are advised to contact the P&C President or the school Principal before a scheduled meeting.

P&C President – Katherine Mullen
Contact: chpspresidentpandc@gmail.com

P&C POINTS OF INTEREST

P&C meets the 2nd Wednesday of each month at 7:00pm in the staff room. Currently, these meetings are held via Zoom.

Uniform shop is open Monday and Thursday from 8:30-10:30am (by appointment only - email chpsuniform@gmail.com to book a time).

Canteen is open five days a week from 8:30am-2:00pm.

Order online – uniform orders and canteen orders can be made online using Flexischools.

Cut-off for lunch orders from full canteen menu 9:30am. Cut-off for late lunch order from a limited menu 12:00noon.
















nomadiccafé
nomadiccafé


nomadiccafé


Buddy Bench



YOUR CHILD WILL NEED:

- school bag identified by tag or sticker with child's name and class
- lunch box with small piece of fruit or vegetable, morning snack, lunch and water bottle
- clothes and all belongings clearly labelled with name and class
- tissues
- school hat for outdoors
- raincoat
- library bag

YOU CAN HELP YOUR CHILD BY TEACHING HIM/HER TO:

- say please and thank you
- address people by their names
- put on/take off jumper/jacket, shoes (tie laces) etc
- recognise belongings
- care for toys and equipment
- pack away toys and equipment after use
- say name and address and phone number
- treat books with care
- share with others
- ask when he/she wishes to visit the toilet
- use toilet correctly
- wash hands after visiting the toilet and before eating
- cross roads safely (at crossings).

PARENTS ARE ENCOURAGED TO:

- restrict TV viewing to suitable programmes and share these with your children
- no TV before school, please
- teach children to bring home unwanted/uneaten food
- develop a positive family attitude to school
- show interest in the child's school life
- look at, discuss and appreciate work brought home
- avoid pressuring children
- avoid comparisons with brothers, sisters and other children
- ensure that children adhere to the uniform code
- get to know your child's teacher
- read to/with your child every day
- set up a program for child to do regular, simple jobs as part of the wider education process.

USEFUL ACTIVITIES FOR NEWLY ENROLLED KINDERGARTEN CHILDREN:

- anything to do with enjoying books
- discussing pictures, stories, family events
- free scribble drawing with crayons, pencils on large paper
- making things with scrap materials
- using puzzles, construction toys
- modelling with plasticine or playdough
- throw and catch balls
- use play equipment in parks and playground
- physical activity and exercise.

2021

TERM 1

Wed 27 and Thu 28 January - teachers attend school development days
Friday 29 January - first day for Year 1-6 students
Thursday 1 April - last day of term

TERM 2

Monday 19 April - teachers attend school development day
Tuesday 20 April - first day for all students
Friday 25 June - last day of term

TERM 3

Monday 12 July - teachers attend school development day
Tuesday 13 July - first day for all students
Friday 17 September - last day of term

TERM 4

Tuesday 5 October - first day for all students
Thursday 16 December - last day of term
Friday 17 December - teachers attend school development day

2022

TERM 1

Thu 27 and Fri 28 January - teachers attend school development days
Monday 31 January - first day for Year 1-6 students
Friday 8 April - last day of term

TERM 2

Tuesday 26 April - teachers attend school development day
Wednesday 27 April - first day for all students
Friday 1 July - last day of term

TERM 3

Monday 18 July - teachers attend school development day
Tuesday 19 July - first day for all students
Friday 23 September - last day of term

TERM 4

Monday 10 October - first day for all students
Tuesday 20 December - last day of term
Wednesday 21 December - teachers attend school development day

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